MontCAS

(Montana Comprehensive Assessment System)

English Language Proficiency Assessment

TEST COORDINATOR'S GUIDE

2010-2011

How to use this guide. This guide is designed to be used by Test Coordinators—at both the school and system levels—for the 2010-2011 MontCAS English Language Proficiency (ELP) Assessment. Test Coordinators should read through this manual to become familiar with its contents, then use it as a reference tool throughout the assessment process.

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What's New in 2010

Many of you may already be familiar with the MontCAS ELP from the 2009-2010 administration. You should be aware, however, of certain changes that have been implemented for 2010-2011. Some changes were implemented in the previous administration, but are included here as good reminders.

- **Alternate Forms.** The 2010-2011 MontCAS ELP is an alternate set of forms which includes some items from previously administered test forms and some new items.

- **New Kindergarten Registration Form.** The Kindergarten Registration Form will be used to collect and submit counts for those Limited English Proficient students in Kindergarten who will require the Form A (Kindergarten) MontCAS ELP tests. Schools may only have estimated counts, but the information will help direct Form A materials to the schools that will need them. This new collection method will help provide a supply of Form A materials closer to a school's actual Kindergarten enrollment count.

- **Kindergarten Writing Subtest.** The Kindergarten Writing subtest now has two parts: student participation and the Writing Checklist. The student participation part is individually administered and takes approximately 5 minutes to administer.

- **Oral Reading Fluency.** Oral Reading Fluency has been added to the MontCAS ELP. Although reading fluency is part of the Reading Test, it is administered at the end of the Speaking Test, since this part needs to be individually administered. Test Administrators will need a stopwatch to administer this test. Note that administrators must write AND bubble in the number of Words read and number of Errors on the answer document. The Words should be the total number of words attempted, NOT the words minus errors. Scoring the Oral Reading Test is also covered in the Training PowerPoint Presentation on slide 42.

- **Student Barcode Labels.** Student ID labels will be provided for all students who have been registered during the AIM Beginning of Year Collection. The student information for the labels will be extracted from AIM on October 27, thus LEP program participation information must be updated in AIM prior to that date in order for systems to be provided with student barcode labels. The labels are expected to reach districts by November 10. Because the ID labels will not be available before the testing window, the Test Administrator must print the student's last name, first name, and middle initial on the student's answer document. The School Test Coordinator is then responsible for matching up and affixing the appropriate student barcode labels to the student answer documents or scannable test booklets after the test materials are returned to him or her by the Test Administrator. Additionally note that student barcode labels show fields for Date of Birth, Home Language, and Language of Impact.

- **New Return of Materials Labels** will be included in the System Test Coordinator's Packet of Materials. These new fluorescent red labels will be used to help identify MontCAS ELP materials being returned from the systems to Questar and to facilitate their processing. System Test Coordinators should affix the new fluorescent red Return of Materials Label(s), along with the UPS Return Service Label(s), to each box of materials that will be shipped to Questar.

Assessment Overview

What: The annual MontCAS English Language Proficiency (ELP) Assessment

The MontCAS ELP measures proficiency in listening, speaking, reading, writing, and comprehension. (The comprehension score is a composite score based on the Listening and Reading sections.)

When: The testing window is October 18 through November 19, 2010.

Who: All students who have been identified as "limited English proficient" (LEP) will take the MontCAS ELP.

Montana observes the federal definition of limited English proficiency. Both language impact and academic achievement must be considered when identifying LEP students. A student must be identified as one of the following:

1. an individual who was not born in the U.S. or whose native language is a language other than English;

2. an individual who comes from an environment where a language other than English is dominant;

3. an individual who is American Indian or Alaskan Native and who comes from an environment where a language other than English has had a significant impact on the individual's level of English language proficiency.

The student must also have sufficient difficulty speaking, reading, writing, or understanding the English language to deny such an individual the opportunity to learn successfully in classrooms where the language of instruction is English, or to participate fully in our society.

Why: Annual statewide assessment is federally mandated by the No Child Left Behind Act of 2001.

Calendar

Key Dates

August 2– August 20, 2010	Submit special orders for the Beginner Level form(s)
August 2– August 20, 2010	Submit orders for Kindergarten (Form A) materials
August 20, 2010	Deadline for ordering Braille or Large Print test forms
September 3, 2010	Training materials shipped to Systems
September 15– October 29, 2010	Enter enrollment and program participation data for LEP students in AIM System during AIM Beginning of Year Collection
October 27, 2010	Student data extracted from AIM for student barcode labels
October 4, 2010	Test materials shipped to System Test Coordinators
October 18– November 19, 2010	Assessment window
November 8, 2010	Student barcode labels shipped to System Test Coordinators
November 24, 2010	Deadline for schools to return all test materials to the System Test Coordinators
December 3, 2010	Deadline for all materials to be shipped to Questar (all materials must be received by December 10, 2011)
February 2011	Score reports mailed to districts

Contact Information

As a Test Coordinator representing your system, you may require more assistance. It is readily available through the contacts listed below.

Contacts

For questions about OPI assessment policy and who should be tested	Lynn Hinch, OPI Phone: (406) 444-3482 Email: lhinch@mt.gov
For questions about OPI assessment policy and to request additional test materials (System Test Coordinator only)	Karen Richem, Assessment Specialist Phone: (406) 444-0748 Email: krichem@mt.gov
For questions about accommodations	Judy Snow, State Assessment Director Phone: (406) 444-3656 Email: jsnow@mt.gov
For questions relating to test administration	MontCAS ELP Customer Service Phone: (800) 931-6309 Email: montcas-elp@QuestarAI.com
For questions about packing & shipping test materials & answer documents to Questar Scoring Services	MontCAS ELP Customer Service Phone: (800) 931-6309 Email: montcas-elp@QuestarAI.com
After testing, return answer documents and all other test materials via UPS to:	Questar Scoring Services 14720 Energy Way Apple Valley, MN 55124 (UPS Return Labels are provided with your shipment)

Overview of Test Materials

Test Levels. The MontCAS ELP has forms for five grade spans. Students must be tested with forms that correspond to their grade in school. No off-level testing is permitted.

2010-2011 MontCAS ELP Materials by Grade Span

Grade Span	Materials per Student	Materials per Test Administrator**
K	Form A Test Booklet Form A Answer Document	Form A Test Administrator Manual Form A Listening CD
1-2	Form B1* or B2 Test Booklet	Form B Test Administrator Manual Form B1 and B2 Listening CDs Form B Prompt Booklet Stopwatch (for B2)
3-5	Form C1* or C2 Test Booklet Form C1 or C2 Answer Document	Form C Test Administrator Manual Form C1 and C2 Listening CDs Stopwatch
6-8	Form D1* or D2 Test Booklet Form D1 or D2 Answer Document	Form D Test Administrator Manual Form D1 and D2 Listening CDs Stopwatch
9-12	Form E1* or E2 Test Booklet Form E1 or E2 Answer Document	Form E Test Administrator Manual Form E1 and E2 Listening CDs Stopwatch

*B1, C1, D1, and E1 are for LEP students with beginner or novice skills in English only. See further explanation below.

Demonstration Materials. For all grade spans except Kindergarten, teachers will need an extra copy of each of the student materials for demonstration purposes.

Level 1 and Level 2 Forms. There are two levels of test booklets of varying difficulty for each grade span except Kindergarten. The Beginner Level (Level 1) is only to be used by LEP students with beginning or novice skills in English. So, it would be appropriate for students in their first year in a U.S. school (LEP1) and other LEP students who are not reading simple stories and writing simple sentences. First-grade students who are not reading simple stories should take the Level 1 test.

Note: Any LEP1 students who have more than basic English language skills should take the Intermediate Level (Level 2) test.

Overview of Administration Times

Time Needed for Testing. Administration time varies with test level and is summarized in the chart below. Note that the entire Kindergarten Test is individually administered, as are the Speaking and Oral Reading Tests at all levels. One should remember that the MontCAS ELP is an untimed test and some students may need more time.

These estimated times do not include the time needed to organize the groups, hand out test materials, or retrieve test materials, since that time varies with the size of the group. Note that, except at the Kindergarten Level, Groups 1 and 2 (LEP1 Beginner and all other students) take different Reading, Writing, and Listening tests and must be tested in separate sessions.

Estimated Test Administration Times

Section	Group or Individual Administration	Estimated Time
Kindergarten		
A Listening	Individual	25 min.
A Speaking	Individual	15 min.
A Reading	Individual	20 min.
A Writing	Individual	5 min.
Grades 1 – 2		
B1 Reading	Group	20 min.
B1 Writing	Group	20 min.
B1 Listening	Group	25 min.
B1 Speaking	Individual	15 min.
B2 Reading	Group	25 min.
B2 Writing	Group	25 min.
B2 Listening	Group	30 min.
B2 Speaking	Individual	20 min.
Grades 3 – 5		
C1 Reading	Group	25 min.
C1 Writing	Group	25 min.
C1 Listening	Group	30 min.
C1 Speaking	Individual	20 min.
C2 Reading	Group	30 min.
C2 Writing	Group	30 min.
C2 Listening	Group	40 min.
C2 Speaking	Individual	20 min.

Overview of Administration Times *(continued)*

Estimated Test Administration Times

Section	Group or Individual Administration	Estimated Time
Grades 6 – 8		
D1 Reading	Group	25 min.
D1 Writing	Group	25 min.
D1 Listening	Group	30 min.
D1 Speaking	Individual	20 min.
D2 Reading	Group	35 min.
D2 Writing	Group	45 min.
D2 Listening	Group	40 min.
D2 Speaking	Individual	20 min.
Grades 9 – 12		
E1 Reading	Group	30 min.
E1 Writing	Group	25 min.
E1 Listening	Group	30 min.
E1 Speaking	Individual	20 min.
E2 Reading	Group	35 min.
E2 Writing	Group	45 min.
E2 Listening	Group	40 min.
E2 Speaking	Individual	20 min.

System Test Coordinator's Checklist

BEFORE TESTING:

❏ **Submit student pre-ID information.**

Barcode labels will be provided for those students who have been identified in the AIM System during AIM Beginning of Year Collection. Student data will be extracted from AIM for student barcode labels on October 27. Contact your AIM specialist to coordinate data entry.

❏ **Request Level 1 (Beginner Level) materials & Kindergarten (Form A) materials, if needed.**

Collect counts by grade and school of any LEP students with beginning or novice skills in English (see description on page 8). Fill out and fax the 2010-2011 Beginner Level Test Registration Form to Questar Assessment, Inc. by August 20, 2010. Special order any Braille or Large Print test forms by the same date. Also request Kindergarten (Form A) materials by the same date.

❏ **Watch the Training Presentation.**

Training materials will be shipped to all Systems with a known LEP population around September 3. In addition, a Training Presentation will be available online. Please contact MontCAS ELP Customer Service for posting details (see Contact Information on page 7).

❏ **Receive and distribute materials to schools.**

You will receive MontCAS ELP test materials packaged by school. These materials will be shipped to you around October 4. Please keep the box as you will need it for returning materials to Questar Assessment, Inc. Distribute packages to schools. You may also receive some overage of materials, which you may distribute to any school that needs additional materials. Note: Student barcode labels will be shipped separately on November 8.

❏ **Request materials for new students, if necessary.**

If the overage provided is not sufficient to test all LEP students in the System, contact Karen Richem (see Contact Information on page 7).

❏ **Communicate the importance of maintaining test security.**

Make sure all School Test Coordinators understand the need to keep these test materials secure before, during, and after testing sessions. They should be aware that there are actual test questions in the Test Administrator Manuals, so these too must be kept in a secure location.

❏ **Inform School Test Coordinators that the testing window is October 18 - November 19, 2010.**

Let the School Test Coordinator know that the completed answer documents, along with all used and unused test materials, must be returned to you by November 24.

AFTER TESTING:

❏ **Receive a stack of Scoring Services envelopes plus all used and unused test materials from each School Test Coordinator.**

Make sure a completed School ID Sheet and any Voided Barcode Label Form(s) are on top of the stack of Scoring Services envelopes from each school.

❏ **Fill out the System ID Sheet.**

This summarizes the number of answer documents being returned by each participating school in the system. Put the System ID Sheet on top of the contents of Box #1 (if more than one box is used) when packing. Note that all test materials are security coded and will be scanned upon receipt. All test materials must be accounted for.

❏ **Pack and ship answer documents plus all used and unused test materials to Questar Scoring Services by December 3, 2010.**

See the directions on page 18 for the packing and shipping instructions.

School Test Coordinator's Checklist

BEFORE TESTING:

❏ **Identify Beginner ELLs.**

Submit to the System Test Coordinator counts by grade span of all students who will need to take the Beginner Level Form (Level 1) instead of the Intermediate Level (Level 2). The System Test Coordinator must special-order test materials for these students by August 20.

❏ **Schedule testing sessions.**

The testing window is October 18 to November 19. Estimated test administration times are provided on pages 9-10. Add additional time for the Test Administrators to distribute and collect test materials (amount of time will depend on size of the group being tested). Bear in mind that this is an untimed test and some students may need additional time.

❏ **Organize training for Test Administrators.**

See page 16.

❏ **Receive the assessment materials and check quantities.**

You will receive MontCAS ELP test materials from your System Test Coordinator about 1 week before the testing window. Verify materials received against the packing list. Use the Distribution Tables (pages 14-15) to make sure you have the appropriate materials in sufficient quantities for testing all identified LEP students in your school. If you need additional materials, contact your System Test Coordinator immediately.

❏ **Distribute materials to Test Administrators.**

Distribute test materials, Test Administrator Manuals, Scoring Services envelopes, and Test Administrator ID Sheets to all Test Administrators. Give Test Administrators a list of all students to be tested, with the students taking the LEP1 Beginner Form (Level 1) indicated.

❏ **Implement procedures to maintain test security.**

Make sure all Test Administrators understand the need to keep these test materials secure before, during, and after testing sessions. They should be aware that there are test questions in the Test Administrator Manuals, so manuals also must be kept in a secure location. They should also be aware that all test materials are security coded and must be accounted for at the end of the testing window.

❏ **Follow Test Accommodations Guidelines.**

Identify any LEP students with special needs and follow the Accommodations Guidelines on pages 19-21.

DURING TESTING:

❏ **Be available to answer questions.**

Any questions you cannot answer may be submitted to MontCAS ELP Customer Service at montcas-elp@QuestarAI.com, or call the Help Desk toll free at 800-931-6309.

❏ **Arrange makeup testing for students who missed all or part of the test.**

All LEP students are required to take all four sections of the assessment. Any section not taken will receive a score of zero.

School Test Coordinator's Checklist *(continued)*

AFTER TESTING:

❏ **Collect completed answer documents in Scoring Services envelopes from Test Administrators.**

Check Scoring Services envelopes for completeness. Make sure that a Test Administrator ID Sheet has been filled out and accompanies each set of answer documents in the Scoring Services envelopes.

Note: the white Scoring Services envelopes should be used for the Form B scannable booklets. Tan Scoring Services envelopes should be used for all other answer documents.

❏ **Check and affix student barcode labels to answer documents or scannable test booklets.**

For students who do not have a barcode label, print and bubble in all demographic information (see page 17).

❏ **Affix unused student barcode labels to 2010-2011 Voided Barcode Label Form.**

Check the appropriate box for why the barcode label was voided. If "Other," then write a brief description on the line provided (see page 17).

❏ **Fill out the yellow School ID Sheet.**

This summarizes the number of answer documents being returned. Follow the directions on the sheet.

❏ **Return all materials to the System Test Coordinator by November 24.**

Give the stacked Scoring Services envelopes along with all test materials, used and unused, to the System Test Coordinator. Note that all test materials are security coded and will be scanned upon receipt at Questar Assessment, Inc. All test materials must be accounted for.

Distribution Tables for MontCAS ELP Test Materials

To the School Test Coordinator: Use these Distribution Tables to determine, as soon as possible after receipt of your materials, whether you have sufficient forms for testing all of your LEP students. If not, inform your System Test Coordinator immediately.

Grade K		
Grade	**# of students**	**Materials to be distributed**
K		_____ Form A Test Form (1 per student) _____ Form A Answer Document (1 per student) _____ Form A Test Administrator Manual (1 per Test Administrator) _____ Form A Listening CD (1 per Test Administrator) _____ Tan Scoring Services Envelope (1 per Test Administrator) _____ Test Administrator ID Sheets (1 per Test Administrator)

Grades 1-2				
Grades	**# of LEP1 Beginner students**	**# of all other LEP students**	**Total students**	**Materials to be distributed**
1-2				_____ B1 Test Form (1 per LEP1 Beginner student + 1 extra for demo) _____ B2 Test Form (1 per other LEP student + 1 extra for demo) _____ Form B Test Administrator Manual (1 per Test Administrator) _____ Form B Prompt Booklet (1 per Test Administrator) _____ Form B1 Listening CD (1 per Test Administrator) _____ Form B2 Listening CD (1 per Test Administrator) _____ White Scoring Services Envelope (1 per Test Administrator) _____ Test Administrator ID Sheets (1 per Test Administrator)

Grades 3-5				
Grades	**# of LEP1 Beginner students**	**# of all other LEP students**	**Total students**	**Materials to be distributed**
3-5				_____ C1 Test Form (1 per LEP1 Beginner student + 1 extra for demo) _____ C2 Test Form (1 per other LEP student + 1 extra for demo) _____ C1 Answer Document (1 per LEP1 Beginner student + 1 extra for demo) _____ C2 Answer Document (1 per other LEP student + 1 extra for demo) _____ Form C Test Administrator Manual (1 per Test Administrator) _____ Form C1 Listening CD (1 per Test Administrator) _____ Form C2 Listening CD (1 per Test Administrator) _____ Tan Scoring Services Envelope (1 per Test Administrator or per 10 students) _____ Test Administrator ID Sheets (1 per Test Administrator)

Distribution Tables for MontCAS ELP Materials *(continued)*

Grades 6-8				
Grades	**# of LEP1 Beginner students**	**# of all other LEP students**	**Total students**	**Materials to be distributed**
6-8				_____ D1 Test Form (1 per LEP1 Beginner student + 1 extra for demo) _____ D2 Test Form (1 per other LEP student + 1 extra for demo) _____ D1 Answer Document (1 per LEP1 Beginner student + 1 extra for demo) _____ D2 Answer Document (1 per other ELP student + 1 extra for demo) _____ Form D Test Administrator Manual (1 per Test Administrator) _____ Form D1 Listening CD (1 per Test Administrator) _____ Form D2 Listening CD (1 per Test Administrator) _____ Tan Scoring Services Envelope (1 per Test Administrator or per 10 students) _____ Test Administrator ID Sheets (1 per Test Administrator)

Grades 9-12				
Grades	**# of LEP1 Beginner students**	**# of all other LEP students**	**Total students**	**Materials to be distributed**
9-12				_____ E1 Test Form (1 per LEP1 Beginner student + 1 extra for demo) _____ E2 Test Form (1 per other LEP student + 1 extra for demo) _____ E1 Answer Document (1 per LEP1 Beginner student + 1 extra for demo) _____ E2 Answer Document (1 per other ELP student + 1 extra for demo) _____ Form E Test Administrator Manual (1 per Test Administrator) _____ Form E1 Listening CD (1 per Test Administrator) _____ Form E2 Listening CD (1 per Test Administrator) _____ Tan Scoring Services Envelope (1 per Test Administrator or per 10 students) _____ Test Administrator ID Sheets (1 per Test Administrator)

Training Test Administrators

It is the Test Coordinator's responsibility to make sure all Test Administrators are adequately trained before administering the MontCAS ELP. The following is a suggested training plan.

<u>Before training session</u>, ask Test Administrators to:

- **Read the Test Administrator Manual for the grade span(s) they will be testing.**
  Test Administrators should take notes and bring any questions they have to the training session.

<u>Conduct group training session</u>:

- **Show the Training Presentation to the group.**

- **Go over the Test Administrator Checklist.**
  This Checklist is found at the end of the General Instructions section in all Test Administrator Manuals. Make sure Test Administrators understand all of the steps, and answer any questions they may have. Point out that because the answer documents for grades 1 and 2 are the scannable test booklets, they should use the white Scoring Services Envelopes provided to return these booklets.

- **Emphasize the need for test security.**
  - Explain that Test Administrators are responsible for keeping all test materials secure before, during, and after testing, until the materials are returned to the Test Coordinator.
  - Emphasize that this includes the Test Administrator Manual, which contains actual test questions.
  - Point out that all test materials are security coded and must be accounted for at the end of the testing period.

- **Practice scoring some Speaking Test items.**

- **Go over scoring of the Oral Reading Fluency Test.**

- **Instruct Test Administrators to print students' full first and last names on student answer documents.**
  The School Test Coordinator will affix student barcode labels later. Explain that most students will be taking the Intermediate form (Level 2) and that only LEP1 Beginner students will take the easier form (Level 1).

<u>After training session</u>:

- **Tell Test Administrators that they should be sure to listen to the Listening CD(s) they will be using, and check the sound quality of their CD player(s).**
  Make sure students in the back of the testing room will be able to hear clearly.

Student Demographic Data

Student Barcode Labels and Student Demographic Data

Student demographic data will need to be filled in and bubbled in on answer documents <u>only for students for whom barcode labels are not available.</u> The School Test Coordinator is responsible for matching up and affixing student barcode labels to an answer document or scannable test booklet in the space indicated after receiving completed answer documents and test booklets from Test Administrators. Test Administrators are responsible for printing each student's last name, first name, and middle initial on the student's answer document or scannable test booklet before testing.

If there is no barcode label for an LEP student, the School Test Coordinator must complete (print and bubble in with a No. 2 pencil) the demographic information on the answer document.

Directions for Completing Student Demographic Data on Answer Documents

Field	Instructions
1. Student Name Grid	Print the student's full last name, first name, and middle initial. Fill in the corresponding bubbles.
2. School Code	Print and bubble in the school code.
3. Date of Birth	Fill in the appropriate month, day, and year for the student's date of birth.
4. State ID Number	Print and bubble in the student's state identification number.
5. Grade	Bubble in the student's current grade. If in an ungraded program, use the grade corresponding to the student's age.
6. Gender	Bubble in the student's gender.
7. Standard Accommodations	Used for IEP/504 students only. Bubble in all codes that apply.

Student Barcode Errors and Voiding Student Barcode Labels

School Test Coordinators are responsible for reviewing the student barcode labels to verify student information and for voiding barcode labels. Note that if a student name is misspelled on a barcode label, but all other student information is correct, the label should still be used on the student answer document. Also, if a student date of birth, Home Language, or Language of Impact is incorrect or blank, the label should still be used on the answer document. In these cases, request that the AIM Coordinator correct information directly in the AIM system.

<u>Only void the barcode label if:</u>

- the school designation is incorrect,
- the student is no longer enrolled in the system,
- the student is no longer identified as LEP, or
- the grade is incorrect. (If the grade is incorrect, the student's information must then be bubbled in on the student answer document and the grade information updated in the AIM system.)

Packing & Shipping Instructions

TO THE SYSTEM TEST COORDINATOR:

Make sure you have...

❏ received answer documents and all test materials from each participating school in your system.

❏ completed your System ID Sheet.

To pack your materials for return to Questar Assessment, Inc. ...

❏ Use the box(es) in which the materials were originally packed if possible.

❏ Place all Test Administrator Manuals, all Listening CDs, all unused ID Sheets, all unused answer documents, and all unused test booklets in the bottom of the box. Cover with the goldenrod-colored Return of Materials Divider Sheet.

❏ Next, place the used non-scannable test booklets on top of the unused materials.

❏ Put the stacks of Scoring envelopes and Voided Barcode Label Form(s) (with yellow School ID Sheet on top of each stack) on top of the test materials. If more than one box is used, pack the Scoring Services Envelopes in Box #1.

❏ Place the ivory-colored System ID Sheet on top of the Scoring Services Envelopes in Box #1.

❏ If filler is needed, use scrunched-up paper, not Styrofoam® (which can make the answer documents unscannable).

❏ Use the UPS Return Service label(s) and the Return of Materials label(s) provided by Questar Assessment, Inc. If more than one box is used, number the boxes ("1 of X," "2 of X,") in the spaces provided on the Return of Materials label(s).
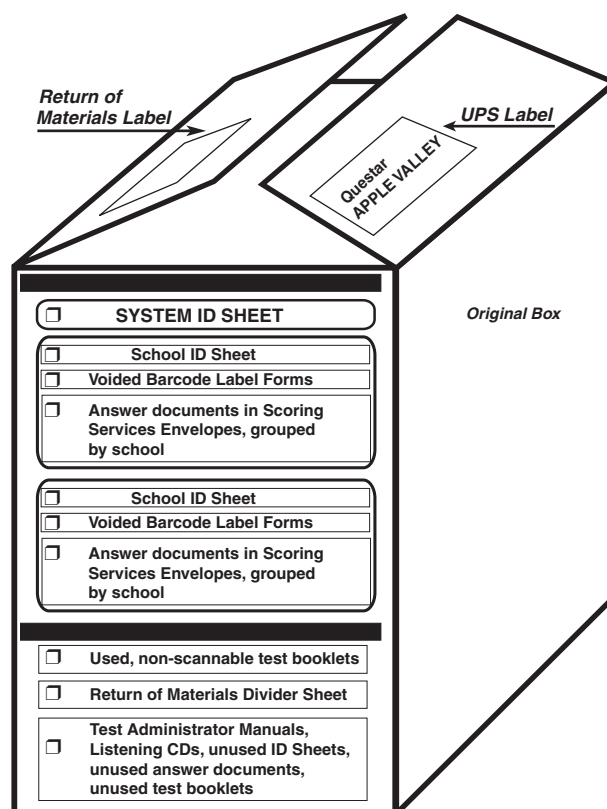
⊗ **Please do not use staples, rubber bands, paper clips, or Styrofoam® to organize or pack the answer documents.**

Appendix A: Test Accommodations

Guidelines for Standard and Nonstandard Test Accommodations

Standard accommodations are changes in the routine conditions under which students take a test that do not alter what is measured by the test. Standard accommodations for the MontCAS ELP:

- are available to students with IEP, or 504, or LEP plans.
- are available to all students if the accommodation(s) has been part of the student's classroom routine three months prior to testing.
- are determined on an individual basis, student by student, rather than for groups of students.
- can involve changes in timing and scheduling, setting, how the test is presented, how the student responds to the test questions, and how the student's answers are recorded.

Use the accommodation codes below and on the following pages to clarify accommodations and to code Box #7 on the student answer document after testing. Coding #28 (standard accommodation) or #31 (nonstandard accommodation) for "Other" requires advance verification from OPI. Contact Judy Snow, State Assessment Director, in advance, for verification. Contact information may be found on page 7 of this manual.

Only mark an accommodation bubble on the answer document IF the accommodation was made for a student with special needs. Do not, for example, mark bubble #4 (individual administration) if a test was individually administered due to the fact that there was only one LEP student in the school taking this particular form, or due to the requirements of the test design (for example, all students are administered the Speaking Test individually).

Note: Not all accommodations are available for the MontCAS ELP assessment. Those not available or not relevant are crossed out in this guide and the corresponding bubbles are marked NA on the answer document.

Standard CRT Accommodations

MARK ALL THAT APPLY:

Scheduling Accommodations

    Tests were administered
1. at a time of day or a day of the week based on student needs.
2. in appropriate blocks of time for individual student needs, followed by rest breaks.
3. NA

Test Accommodations *(continued)*

Setting Accommodations

Tests were administered

4. individually (one-on-one).
5. in a small group.
6. in a carrel or other physical arrangement that reduces visual distractions.
7. in an alternative setting.
8. by other school personnel known to the student (e.g., LEP, Title I, Special Education).
9. at the student's home, by school personnel.
10. with the student seated in the front of the classroom.
11. NA

Equipment Accommodations

Tests were administered

12. with the student using magnifying equipment.
13. with the student (not groups of students) wearing noise buffers.
14. using a template.
15. with the student using amplification equipment (e.g., a hearing aid or auditory trainer).
16. with the student using a typewriter or word processor (without activating spellchecker).
17. using voice-actuated technology.
18. using a bilingual dictionary.

Recording Accommodations

19. The student's answers were dictated to the test administrator and recorded in the student response booklet by the test administrator.
20. The student marked or wrote answers with the assistance of a technology device or special equipment. The student's answers were transferred by the test administrator to the student response booklet.
21. Other assistive technology routinely used by the student that does not change the intent or content of the test was used.

Modality Accommodations

22. Tests were read to the student by the test administrator (with the exception of reading passages). <u>Note:</u> Readers must read test items/questions to the student word-for-word exactly as written. Reader may not clarify, elaborate, or provide assistance to the student regarding the meaning of words, intent of test questions, or responses to test items/questions.

Test Accommodations *(continued)*

23. Tests, including directions, were interpreted for a student who is deaf or hearing-impaired (with exception of interpreting the reading test).

24. An administrator gave test directions with verification (by using a highlighter) that the student understood them.

25. ~~An administrator assisted students in understanding test directions including giving directions in native language.~~

26. Braille

27. Large Print

28. Other (with verification from OPI in advance of the testing window).

Nonstandard CRT Accommodations (For Students with an IEP)

Nonstandard accommodations are changes in the way testing is presented or in the way a student responds to test questions that may alter what the test measures. Teams should exercise caution in considering whether a student requires a nonstandard accommodation. **Nonstandard accommodations are only available for a student with IEP/504 plans.**

- Scores of students taking a nonstandard accommodation will automatically be invalidated because the nonstandard accommodation will change what the test measures. Test Administrators will code the nonstandard accommodation in Box #7 of the answer document.

The following is a <u>partial</u> listing, by example, of methods of administration that would be considered to be nonstandard.

MARK ALL THAT APPLY:

29. Reading aloud the reading test to a student or the student uses text-reader software. A student for which this type of nonstandard accommodation might be used would be a student with a learning disability in reading who, without the text being read, could not participate in this portion of the test.

30. ~~Student uses a calculator, number chart, arithmetic table, or manipulatives on no-calculator sections of the mathematics test. A student for which this type of nonstandard accommodation might be used would be a student with a learning disability in math who, without the use of a calculator, would not be able to perform any math calculations or functions.~~

31. Other–Reading: with verification from OPI in advance of the testing window, some other approved accommodation was used by a student.

32. ~~Other–Mathematics: with verification from OPI in advance of the testing window, some other approved accommodation was used by a student.~~

33. ~~Other–Science: with verification from OPI in advance of the testing window, some other approved accommodation was used by a student.~~

Appendix B: System and School Code Table

System	Ss Code	School	Sc Code	System	Ss Code	School	Sc Code
Arlee Public Schools	601	Arlee 7-8	1640	Billings Public Schools (continued)	1007	Miles Avenue School	1263
		Arlee Elementary	628			Orchard School	1265
		Arlee High School	629			Riverside 7-8	1645
Auchard Creek Elementary	621	Auchard Creek School	671			Rose Park School	1268
Augusta Public Schools	625	Augusta High School	677			Skyview High School	1628
Bainville K-12 Schools	862	Bainville High School	1028	Box Elder Public Schools	564	Box Elder 7-8	1710
Beaverhead Co High School	200	Beaverhead Co High School	23			Box Elder High School	571
Belgrade Public Schools	516	Belgrade Intermediate	1812			Box Elder School	570
		Belgrade High School	491	Bozeman Public Schools	501	Bozeman High School	473
		Belgrade Middle School	1575			Chief Joseph Middle School	1463
		Heck/Quaw Elementary	490			Emily Dickinson School	1813
		Ridge View Elementary	1833			Hawthorne School	468
Belt Public Schools	289	Pleasant Valley School	1664			Irving School	469
Bigfork Public Schools	484	Bigfork School	442			Longfellow School	470
Billings Public Schools	1007	Alkali Creek School	1597			Morning Star School	467
		Arrowhead School	1585			Sacajawea Middle School	1822
		Billings Sr High School	1250			Whittier School	471
		Billings West High School	1251	Broadview Public Schools	1017	Broadview School	1292
		Bitterroot School	1471	Brockton Public Schools	861	Barbara Gilligan 7-8	1759
		Boulder School	1307			Barbara Gilligan School	1025
		Castle Rock 7-8	1631			Brockton High School	1026
		Lewis & Clark 7-8	1632	Browning Public Schools	545	Babb School	537
		McKinley School	1262			Big Sky School	1588
		Meadowlark School	1439			Browning Elementary	1840
						Browning High School	543

System and School Code Table *(continued)*

System	Ss Code	School	Sc Code	System	Ss Code	School	Sc Code
Browning Public Schools (continued)	545	Browning Middle School	1613	Denton Public Schools	439	Denton High School	381
		Glendale School	1594			Denton School	380
		K W Bergan School	538	Dept of Corrections-Youth	9073	Pine Hills Youth Corr Facil HS	9415
		Napi School	539	Dillon Elementary	199	Dillon Middle School	8
		Vina Chattin School	1485			Parkview School	1525
Bynum Elementary	945	Bynum School	1153	Dixon Elementary	879	Dixon Elementary	1052
Centerville Public Schools	282	Big Stone School	1654	Dutton/Brady K-12 Schools	1072	Dutton/Brady Elementary	1156
Chester-Joplin-Inverness Public Schools	1073	Riverview Elementary	1829			Midway Colony	1838
		Sage Creek Elementary	1830	Eureka Public Schools	645	Eureka 7-8	1724
Chinook Public Schools	221	Hartland Elementary School	1828			Eureka Elementary School	710
Columbia Falls Public Schools	467	Columbia Falls 7-8	419			Lincoln County High School	711
		Columbia Falls High School	425	Evergreen Elementary	491	East Evergreen School	453
		Glacier Gateway Elementary	418			Evergreen 5-6 School	1508
Corvallis K-12 Schools	822	Corvallis 7-8	1558			Evergreen 7-8	452
		Edna Thomas School	963	Frazer Public Schools	976	Frazer Elementary	1205
		Quentin Brown Primary K-4	1557	Frenchtown K-12 Schools	706	Frenchtown Elementary School	802
Cut Bank Public Schools	546	Cut Bank 7-8	544	Gallatin Gateway Elementary	512	Gallatin Gateway School	486
		Cut Bank Elementary	545	Geyser Public Schools	600	Geyser High School	627
		Cut Bank High School	547			Surprise Creek School	1617
		Glacier Elementary School	1810	Gildford Colony Elementary	1049	Gildford Colony School	1578
		Hidden Lake Elementary	1826	Golden Ridge Elementary	949	Golden Ridge School	1160
Deer Lodge Elementary	805	E F Duvall 7-8	937	Grass Range Public Schools	429	Grass Range High School	368
		O D Speer School	939			Grass Range School	367

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System and School Code Table *(continued)*

System	Ss Code	School	Sc Code	System	Ss Code	School	Sc Code
Great Falls Public Schools	278	C M Russell High School	1464	Hardin Public Schools (continued)	216	Hardin Middle School	36
		Chief Joseph School	1408			Hardin Primary	31
		East Middle School	1633	Harlem Public Schools	222	Harlem 7-8	1643
		Great Falls High School	134			Harlem Elementary School	48
		Lewis & Clark School	141			Harlem High School	49
		Lincoln School	142	Harlowton Public Schools	990	Hillcrest School	1228
		Longfellow School	143	Havre Public Schools	565	Havre Middle School	1451
		Loy School	1405	Hays-Lodge Pole K-12 Schools	235	Hays-Lodge Pole 7-8	1659
		Meadow Lark School	146			Hays-Lodge Pole High School	1551
		Morningside School	147			Lodge Pole School	72
		Mountain View School	1530	Heart Butte K-12 Schools	767	Heart Butte 7-8	1748
		North Middle School	1634			Heart Butte Elementary	886
		Riverview School	148			Heart Butte High School	1656
		Roosevelt School	149	Helena Public Schools	611	C R Anderson Middle School	1615
		Sacajawea School	1419			Helena High School	661
		Sunnyside School	151			Helena Middle School	1614
		Valley View School	152			Kessler Elementary School	662
		West Elementary	1624			Smith School	1477
		Whittier School	154	Hellgate Elementary	694	Hellgate Middle School	1801
Greenfield Elementary	953	Greenfield School	1165			Lower Grade Hellgate	1573
Hamilton K-12 Schools	824	Washington School	969	Huntley Project K-12 Schools	1020	Huntley Project Elementary K-6	1296
Hardin Public Schools	216	Crow Agency School	33	Independent Elementary	1025	Independent School	1304
		Fort Smith School	1315				
		Hardin High School	37				
		Hardin Intermediate	32				

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System and School Code Table *(continued)*

System	Ss Code	School	Sc Code	System	Ss Code	School	Sc Code
Kalispell Public Schools	466	Cornelius Hedges School	415	Manhattan Public Schools	499	Manhattan 7-8	1699
		Edgerton School	412			Manhattan Elementary	464
		Elrod School	414			Manhattan High School	465
		Flathead High School	462	Marion Elementary	493	Marion 7-8	1697
		Glacier High School	1835			Marion School	455
		Kalispell Middle School	1509	Miami Elementary	778	Miami School	904
		Lillian Peterson School	416	Missoula County Public Schools	692	Big Sky High School	1592
Kila Elementary	477	Kila 7-8	1818			Chief Charlo School	1819
Knees Elementary	331	Knees School	223			Cold Springs School	1443
Lame Deer Public Schools	867	Lame Deer 7-8	1626			Franklin School	773
		Lame Deer High School	1816			Hawthorne School	787
		Lame Deer School	1035			Hellgate High School	1432
Laurel Public Schools	1011	Fred W Graff School	1280			Lewis & Clark School	774
		Laurel High School	1284			Lowell School	775
Lewistown Public Schools	420	Fergus High School	358			Meadow Hill Middle School	1491
Libby K-12 Schools	640	Libby Middle School	704			Paxson School	776
Liberty Elementary	1066	Liberty Elementary School	1648			Porter Middle School	1486
Lodge Grass Public Schools	218	Lodge Grass 7-8	1669			Rattlesnake Elementary School	785
		Lodge Grass High School	40			Russell School	778
		Lodge Grass School	39			Sentinel High School	1433
Lolo Elementary	696	Lolo Elementary	792			Washington Middle School	779
Malta K-12 Schools	757	Loring Colony School	1605	Mont School for Deaf & Blind	9089	Mont School for Deaf & Blind El	9368

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System and School Code Table *(continued)*

System	Ss Code	School	Sc Code	System	Ss Code	School	Sc Code
North Cheyenne Trib Schools	9001	North Cheyenne Tribal 7-8	9946	Sidney Public Schools	831	Sidney Elementary	979
		Northern Cheyenne Trib El	9369			Sidney High School	981
		Northern Cheyenne Trib HS	9370	St Ignatius K-12 Schools	605	St Ignatius Elementary School	642
Pendroy Elementary	951	Pendroy School	1163			St Ignatius High School	643
Plains Public Schools	874	Plains Elementary School	1045			St Ignatius Middle School	1719
Polson Public Schools	603	Linderman School	1495	St Labre Schools	9040	St Labre High School	9059
		Polson 5-6 School	1806	Sun River Valley Public Schools	1067	Cascade Colony School	1657
Poplar Public Schools	857	Poplar 5-6 School	1014	Sunburst K-12 Schools	955	Hillside Colony School	1809
		Poplar 7-8	1550			Rimrock Colony School	1815
		Poplar High School	1016	Target Range Elementary	701	Target Range 7-8	1737
		Poplar School	1015			Target Range School	797
Pryor Public Schools	214	Plenty Coups High School	1553	Two Eagle River Schools	9068	Two Eagle River High School	9405
		Pryor 7-8	1668	Ulm Elementary	305	Fair Haven Colony	1655
		Pryor Elementary School	27	West Valley Elementary	1027	West Valley Middle School	1692
Red Lodge Public Schools	244	Red Lodge High School	84			West Valley School	1305
Rocky Boy Public Schools	1043	Rocky Boy 7-8	1711	West Yellowstone K-12 Schools	520	West Yellowstone 7-8	1704
		Rocky Boy High School	1807			West Yellowstone School	495
		Rocky Boy School	579	White Sulphur Springs Public Schools	681	White Sulphur Springs El	758
Ronan Public Schools	1037	K William Harvey Elementary	639			White Sulphur Springs HS	759
		Ronan Middle School	1519	Whitefish Public Schools	487	L A Muldown School	1500
Ryegate K-12 Schools	549	Ryegate School	550				
Sheridan Public Schools	654	Sheridan 7-8	1725				
		Sheridan Elementary School	721				

System and School Code Table *(continued)*

System	Ss Code	School	Sc Code
Wolf Point Public Schools	860	Northside School	1022
		Southside School	1020
		Wolf Point 7-8	1532
		Wolf Point High School	1023

System	Ss Code	School	Sc Code
Wyola Elementary	219	Wyola 7-8	1583
		Wyola School	41

Montana
Office of Public Instruction
Denise Juneau, State Superintendent

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